



DEPARTMENT OF ASSESSMENTS

eLISTING

How to use eListing to conveniently and quickly file your personal property listing online.

Discover the benefits of electronic filing...

1. Available 24 hours a day.
2. Fast, convenient and secure.
3. Improved account accuracy.
4. Save postage and avoid your listing getting delayed or lost in the mail.
5. Instant receipt notification.



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The eListing Homepage

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Department of
Assessments

eListing Home

In Washington State, business personal property is assessed for tax purposes. State law requires that property used in a business on January 1 be reported in that year to the assessor of the county in which the property is located for assessment purposes. eListing is an online application for reporting this information. In order to file a listing using eListing, business owners will need to setup a login account and obtain an access code for each of their business accounts.

[eListing Tutorial](#) *Please view tutorial prior to e-filing* (2,946 KB, MS PowerPoint)

[Click for eListing Instructions](#) **1**

[Click here to register for eListing](#) **2**

[Click here to log in to eListing](#) **3**

Deadline for reporting is April 30 (RCW 84.40.040 and WAC 458.12.060). Not reporting this information by April 30 will result in a penalty being added to the tax amount billed. The penalty is five percent of the tax due, per month, not to exceed twenty-five percent (RCW 84.40.130).

In Washington State, business personal property refers to assets used in a business, not property used only for personal use. Typically, personal property is movable. Examples of personal property are: desks, file cabinets, computers, etc. used by a business.

To assess personal property, each asset's description, acquisition year and cost must be provided in the appropriate eListing section. Total purchase cost of assets is needed, excluding sales tax. Total purchase cost of an item includes all costs associated with making the property operational; for example, installation, freight and engineering charges. Include the value of any trade-in in the purchase cost - EXCLUDE SALES TAX.

Reported purchase costs of personal property are used to calculate the property's assessed value. Property owners are mailed a Personal Property Valuation notice once the assessment is made. It shows the assessed value that will be used to calculate taxes due the following year. If you believe the assessed value shown is incorrect, please contact this office. Our appraisers are available to review the assessment and to process needed changes.

Department of Assessments, Personal Property Section
206-296-5126 or 1-800-325-6165 extension 6-5126

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An appeal can be initiated if the assessment is believed to be incorrect or excessive. Appeals must be filed with the county's Board of Equalization by July 1 of the year in which the assessment is made. Or, no later than 60 days after the notice is mailed - whichever date is later (WAC 458.141.056). Appeals filed after these due dates will not be accepted. Appeal deadline is shown on the Valuation Notice.

The assessed value on the Valuation Notice will be used to produce a personal property tax bill. It will be mailed and is payable the following year.

1. Click here for a thorough set of instructions.
2. First time users must register before using eListing.
3. After you've registered, you'll log in from here.
4. Personal Property contact numbers.

Register for eListing

1. Fields with asterisks are required.
2. After filling out the requested info, click Next.
3. Create a User Name, Password (must be 8 characters or more) and provide an email address.
4. Select a Security Question from the drop down menu.
5. After answering the question, click the Create User button.

eListing Contact Information

Enter your name, phone number, address and click Next.

Last Name *

First Name *

Middle Initial

Phone *

Address *

City *

State *

Zip *

Fields with asterisk (*) are required.

1

2 [Next](#)

Create User

User Name *

Password * **3**
Minimum length required is 8.

Confirm Password *

E-mail *

If you are entering more than 1 email address, be sure to use a semicolon (;) to separate them.

Security Question * **4**

Security Answer

Fields with asterisk (*) are required.

5

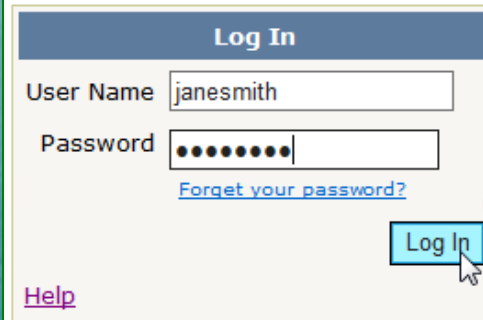
[Previous](#) [Create User](#)

Logging In

1. Fill in your User Name & Password that you created when registering and then click the Log In button.

eListing

King County has created this web application in the interest of simplifying personal property filing for the public in a convenient and easily accessible manner. Before you use this application, please read the Disclaimer below.

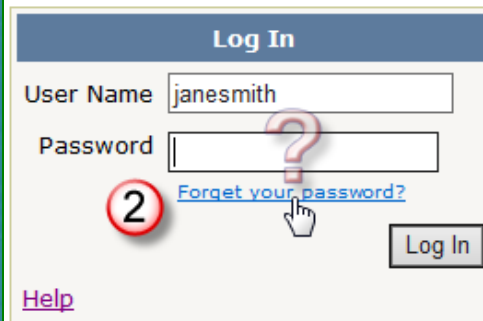


The screenshot shows a web form titled "Log In". It has two input fields: "User Name" with the text "janesmith" and "Password" with masked characters "••••••••". Below the password field is a blue link that says "Forget your password?". To the right of the password field is a red circle with the number "1". At the bottom right of the form is a blue "Log In" button with a mouse cursor pointing at it. At the bottom left of the form is a purple "Help" link.

2. If you forgot your password, click the link under the Password field.

eListing

King County has created this web application in the interest of simplifying personal property filing for the public in a convenient and easily accessible manner. Before you use this application, please read the Disclaimer below.



The screenshot shows the same "Log In" form as above. The "User Name" field contains "janesmith". The "Password" field is empty and has a large red question mark over it. Below the password field is a blue link that says "Forget your password?". To the left of this link is a red circle with the number "2". A mouse cursor is pointing at the "Forget your password?" link. At the bottom right of the form is a grey "Log In" button. At the bottom left of the form is a purple "Help" link.

Getting a new Password

1. After filling in your User Name, click Next.
2. Answer the security question.
3. Create and confirm your new Password.
4. Click the Submit button.
5. Click the [Return to eListing Home Page](#) to Log In again with your new Password.

Forget Your Password?

Enter your User Name.

User Name 1

Answer the following question to reset your password. This is the security question and answer you provided when you registered to eListing.

User Name janesmith

Question Where were you born?

Answer 2

New Password 3

Minimum length required is 8.

Confirm New Password

4

[Return to eListing Home Page](#) 5

New password created.

User Account Profile

eListing User Account Profile

You are logged into King County eListing as janesmith. [Logout](#)

[Return to eListing Home Page](#)

[Add Account Access](#) [Update My Contact Info](#) [Change My Password](#) [Update/Add Users](#)

You have access to the following personal property accounts. Click on the account you wish to view.

Account Number	Account Name	Date Filed	Assessment Year	Link To Assessed Value Page
19561729	SMALLTOWN CLEANERS	3	2010	Go To Assessed Value Page
19571728	SMALLTOWN VIDEOS		2010	Go To Assessed Value Page

1. Confirms that you are logged in with your username.
2. These buttons allow you to modify your Account Profile.
3. All accounts that you have access to currently are listed here.

Adding Account Access

1. Add access to an account by clicking this button.
2. Enter your account number and access code (found on your listing form).
3. And click Submit.

eListing User Account Profile

You are logged into King County eListing as janesmith. [Logout](#)

[Return to eListing Home Page](#)

1

You have no access to personal property account at this point. Click the "Add Account Access" button to add access to your personal property account. The access code is printed next to the account number located on the upper left portion of the printed listing form.

You are logged into eListing as janesmith. [Logout](#)

[Return to eListing User Account Profile Page](#)

Enter your business personal property account and access code.

Account Number **2**

Access Code

3

Updating Contact Info

1. To update contact information, click this button.

2. Update the information and click the Submit button.

You are logged into King County eListing as janesmith. [Logout](#)

[Return to eListing Home Page](#)

[Add Account Access](#) [Update My Contact Info](#) [Change My Profile](#)

1

You have access to the following personal property accounts. Click on the account you want to update.

Account Number	Account Name	Date Filed	Assessment Year
19561729	SMALLTOWN CLEANERS		2014

Update My Contact Information

Name (Last, First MI)

Email Address

Phone

Address

City/State/Zip x / /

2

All fields are required.

Change Your Password

1. To change your password, click this button.
2. Update the information and click the Change Password button.

You are logged into King County eListing as janesmith. [Logout](#)

[Return to eListing Home Page](#)

[Add Account Access](#) [Update My Contact Info](#) [Change My Password](#)

You have access to the following personal property accounts. Click on the account you wish to view.

Account Number	Account Name	Date Filed	Assessment Year	Link To Assessment Page
19561729	SMALLTOWN CLEANERS		2014	

Change Your Password

Password

New Password

Minimum length required is 8.

Confirm New Password

[Change Password](#) [Cancel](#)

Update/Add Users



This feature allows you to give access to one or multiple users for each of your accounts. Those users may then view and/or update account data. It is ***your*** responsibility as a business owner to keep the account users updated.

You are logged into King County eListing as janesmith. [Logout](#)

[Return to eListing Home Page](#)

[Add Account Access](#) [Update My Contact Info](#) [Change My Password](#) [Update/Add Users](#)

You have access to the following personal property accounts. Click on the account you wish to view.

Account Number	Account Name	Date Filed	Assessment Year	Link To Asse Page
19561729	SMALLTOWN CLEANERS		2010	

1. Click the Update/Add Users button to:
 - Create new user names & passwords
 - Grant account permissions to existing user names
 - Change permissions for current users
 - Delete users that you no longer wish to have access to an account

Update/Add Users (cont.) - Create New User

1. Click to add a new user.
2. Create a User Name and Password (8 characters +). Confirm Password.
3. Select and answer a security question.
4. Click the Create User button. Make sure to send the User Name, Password and Security Question to the new user.

TO ALLOW an existing user to access an account that you manage, enter account number and permission level, and then click Grant Access.

User Name	<input type="text" value="johnsmithaccountant"/>
Business Account	<input type="text" value="19561729"/> ▼
Permission Level	<input type="text" value="Modify Account Information"/> ▼

[TO CREATE a new user name, click here.](#) 1

Create new user account

You are about to setup a user name and password for a new user. After successfully creating the account, please provide the new user with the user name, password, security question, and security answer. The information will be needed for them to access the account, and to request and/or change the user's password.

User Name	<input type="text" value="johnsmithaccountant"/>	2
Password	<input type="password" value="....."/>	
Confirm Password	<input type="password" value="....."/>	
E-mail	<input type="text" value="countant@kingcounty.gov"/>	

This is the new user's email address. If you don't know the email address, the user should update it after accessing eListing.

Security Question	<input type="text" value="What city were you born in?"/> ▼	3
Security Answer	<input type="text" value="Smalltown"/> x	

4

Update/Add Users (*cont.*) – Add Existing Users

1. Fill in an *existing* User Name.

2. Select the Business Account you wish to give them access to.

3. Select the Permission Level – either View (only) or Modify.

4. Click the Grant Access button.

5. The User Names that have access to your managed accounts will show up below.

TO ALLOW an **existing user** to access an account that you manage, enter the user name, select the business account number and permission level, and then click Grant Access.

User Name 1

Business Account 2

Permission Level 3

[TO CREATE a new user name, click here.](#)

Grant Access 4

Permission Level Grant Access

[TO CREATE a new user name, click here.](#)

TO CHANGE a permission level, select the user name, set the access level, click Save Permission Changes.

Delete Selected Users	
User Name	Delete
Select johnsmithaccountant	<input type="checkbox"/>
Select marysmithmother	<input type="checkbox"/>

Update/Add Users (cont.) – Change User Permissions

TO CHANGE a permission level, select the user name, set the access level on the right hand side of the screen, and click Save Permission Changes.

Delete Selected Users

User Name	Delete
Select johnsmithaccountant	<input type="checkbox"/>
Select marysmithmother	<input type="checkbox"/>



1

TO CHANGE a permission level, select the user name, set the access level on the right hand side of the screen, and click Save Permission Changes.

marysmithmother

Delete Selected Users

User Name	Delete
Select johnsmithaccountant	<input type="checkbox"/>
Select marysmithmother	<input type="checkbox"/>

Save Permission Changes

Account Number	View Account Information	Modify Account Information
19561729	<input checked="" type="checkbox"/>	<input type="checkbox"/>
19571728	<input checked="" type="checkbox"/>	<input type="checkbox"/>

3

2

1. Select a User Name.
2. Change permissions by checking either View or Modify Account Information for each account number. If you do not want this user to have access to an account, make sure neither View nor Modify are checked.
3. Click Save Permission Changes to update permissions.

Update/Add Users (cont.) – Deleting Users



Remember, it is ***your*** responsibility as a business owner to delete any and all users you do not wish to have access to your account. For example, if you change accountants, ***you*** must update user permissions.

1. Check the box to the right of any user you wish to delete.
2. Click the Delete Selected Users button.
3. Afterwards you will notice the deleted user is not listed and no longer has access.

User Name	Delete
Select johnsmithaccountant	<input checked="" type="checkbox"/>
Select marysmithmother	<input type="checkbox"/>

User Name	Delete
Select marysmithmother	<input type="checkbox"/>

Accessing and Navigating in an Account

eListing User Account Profile

You are logged into King County eListing as janesmith. [Logout](#)

[Return to eListing Home Page](#)

[Add Account Access](#) [Update My Contact Info](#) [Change My Password](#) [Update/Ad](#)

You have access to the following personal property accounts. Click on the account you

Account Number	Account Name	Date Filed	Assessment Year	Link
19561729	SMALLTOWN CLEANERS	2010		G
19571728	SMALLTOWN VIDEOS	2010		G

Account

Account Number: 19561729
Status: Taxpayer Modifying Date: 12/28/2009 12:37:00 PM

Account

Fields with asterisk (*) are required.

Owner Name * SMALLTOWN CLEANERS
Business Name * SMALLTOWN CLEANERS

Physical Location

Street Number * 1000 Number Suffix * Direction Prefix * 1ST Street Name * Street Type * ST Direction Suffix * Suite/Room#
City * SEATTLE State WA Zip *
Show date if business moves within King County (mm/dd/yyyy)

Levy Code 0010
UBI Number
NAICS Number 812320: Drycleaning and Laundry Services (except Coin-Operated)
Business Type * SOLE PROPRIETOR

City / State / Zip
Disposition of Assets

[Next](#)

1 Access an account by clicking on its link.

2 Go directly to any section of the account by clicking the appropriate link in the blue column along the left side.

3 To work sequentially through the eListing, click the Next button at the bottom right corner of each page.

Account Information

1. Change any account info that needs to be updated.
2. If the **business moved** *within* King County, fill out this area and make sure to provide the date of the move.
3. If the **business sold**, fill out all requested information *and...*
4. ...don't forget to send or email copies of documents to the Assessor's Office.
5. If the **business closed** or **moved out of King County**, fill in this area. Make sure to include the disposition of assets.

Account Number: 19561729
Status: Taxpayer Modifying Date: 12/28/2009 12:37:00 PM

Account

Fields with asterisk () are required.*

Taxpayer Name * SMALLTOWN CLEANERS ①

Business Name * SMALLTOWN CLEANERS

Physical Location

Street Number * 1000 Direction Suffix * 1ST Street Name * ST Direction Suffix * Suite/Room#

City * SEATTLE State WA Zip * ②

Show date if business moves within King County (mm/dd/yyyy)

Levy Code 0010

UBI Number

MACS Number 812300 Drycleaning and Laundry Services (except Coin-Operated)

Business Type * SOLE PROPRIETOR

State of Incorp (For Corporation and Any Other ONLY)

Save

Business Sold

Complete this section if the business is sold. Provide information about sale of the business as requested.

Date Sold (mm/dd/yyyy)

New Taxpayer Name

Phone (***-***-****)

Mailing Address

Street Number Direction Suffix Street Name Street Type Direction Suffix Apt/Suite Number

City State Zip Country

Method Of Ownership Transfer

Sales Information

Equipment	**Inventory	Building Improvements	**Intangibles	Other

** Inventory and intangibles personal property are not assessed.

Save

Send a copy of sales agreement or bill of sale to:
Department of Assessments
Personal Property Section
500 4th Ave Room 817
Seattle WA 98104-2384

Or fax to (206) 296-8107.
Or e-mail an electronic copy to Personal_Property@KingCounty.gov.
Please be sure to note the personal property account number on the top left corner of each page.

Business Closed or Moved Out of King County

Complete this section if the business is no longer operating or has moved to another county.

Date Business Closed (mm/dd/yyyy)

Date Moved (mm/dd/yyyy)

Address of assets if in storage

City / State / Zip

Disposition of Assets

Save

Mailing Address & Contact Info

Account Number: 19561729
Status: Taxpayer Modifying Date: 12/28/2009 12:37:00 PM

Mailing Address

Fields with asterisk () are required.*

Address Name * ①

Attention To

Street Number *	Number Suffix	Direction Prefix *	Street Name/PO Box *	Street Type *	Direction Suffix *	Apt/Suite Number
<input type="text" value="123"/>	<input type="text"/>	<input type="text" value="↓"/>	<input type="text" value="ANYWHERE"/>	<input type="text" value="ST"/> ↓	<input type="text" value="↓"/>	<input type="text"/>

City * State *

Country Zip Code *

Contact Information

Contact Name * ②

E-Mail Address *

Work Phone *

Home Phone

Cell Phone

Toll-Free Phone

FAX

Save

1. Keep the taxpayer name and mailing address updated so you receive all mailings from the Assessor's Office promptly.
2. The name and contact info of the person who should be contacted with any questions regarding the listing.

Exemptions

Account Number: 19561729
Status: Listing ready for review Date: 12/9/2008 2:49:00 PM

Exemptions

Head of Family Exemption - must be applied for annually
This \$15,000 exemption applies to sole proprietors who qualify, and only one exemption per year is allowed ([RCW 84.36.110](#)). You are eligible for this exemption if you are a sole proprietor not currently receiving this exemption on another personal property account and meet one of the following qualifications:

1. Living with a spouse or dependent
2. A US citizen over the age of 65 residing in Washington State, continuously for 10 years
3. Surviving spouse, not married

☐ Yes
☒ No

Farm Machinery and Equipment Exemption
[RCW 84.36.630](#) exempts qualifying farming machinery and equipment from state property tax. It declares that all machinery and equipment owned by a farmer that is personal property is exempt from property taxes levied for any state purpose if the items are used exclusively in growing and producing agricultural products during the calendar year for which the claim for exemption is made. To qualify, farm machinery and equipment must be used exclusively in growing and producing agricultural products.

☐ **Check here to apply for this exemption.**
You will also need to fill out a [Qualification Questionnaire](#) and send to:

2

Department of Assessments
Personal Property Section
500 4th Ave Room 817
Seattle WA 98104-2384

Or fax to (206) 296-0107.

Or e-mail to Personal.Property@KingCounty.gov.

3

Save

Previous

Next

1. Head of Family is for qualifying Sole Proprietors **ONLY**.
2. Check the box if you qualify for the Farm exemption **and...**
3. ...Click on the [Qualification Questionnaire](#) link and send the completed form to the address listed.

Supplies

Account Number: 19561729
Status: Taxpayer Modifying Date: 12/28/2009 12:37:00 PM

Supplies, Materials and Other Expensed Items

Please Provide the cost of items which do not become ingredients or components of articles for sale. Examples are: office, shop, janitorial or medical supplies, brochures and promotional items, fuel, spare parts and expensed small tools. For research companies, this would include all raw materials and supplies used in your research. (Software, furniture, fixtures and other items you may have expensed but have a life of more than one year are to be reported under the business property section of the return.) **Divide yearly supply cost by 12 and report that amount below.**

Monthly average supply cost * 1

Fields with asterisk () are required.*

1. Remember that this is a *monthly* average. Determine your yearly cost for supplies and divide by 12. Report that figure here.

Owned Assets - Adding New Assets

1. Use the drop down menu to select an appropriate category code.
2. Add the acquisition year and purchase cost (excluding sales tax) of the asset.
3. Select a reason from the drop down menu.
4. After adding each new asset info, make sure to click on Add New Owned Asset.
5. If you have rental discs, videos or game cartridges, enter the quantity in addition to the asset info above and then click Add New Owned Asset.
6. Once a new asset has been added, it will appear below as an existing asset under Owned Business Assets.

Account Number: 19561729
Status: Listing ready for review Date: 12/9/2008 2:49:00 PM

Owned Assets

Owned Business Assets
A list of owned business property previously reported appears below. If this is the first time you've filed, this section will be blank and needs to be completed. Please revise previously reported property by entering the appropriate change reason. Select the reason that best describes the change. Also indicate each asset's revised cost. Continue to include assets fully depreciated in your accounting records. Delete assets no longer existing in the business or located in the county. Also list property not previously reported. For these items, provide a category code, the year asset was acquired, and its cost. Report assets at 100% of cost, before trade-in allowance. Include installation, freight and engineering charges. EXCLUDE SALES TAX. Do not list vehicles licensed if used and designated primarily to be on public streets or highways. Do not calculate depreciation.

Do not list canned software over two years old or custom software. These assets have been removed from your listing.

Fields with asterisk (*) are required.

[Asset Category Codes \(.PDF\)](#)

Category * 374: Sewing Equipment 1

Provide unit quantity for laser discs, game cartridges, video tapes and DVDs 5

Year Acquired * 2011 2 Original Cost * 1725 3 Reason * New Item 4

Clear Add New Owned Asset

Owned Business Assets

Command	Date Modified	Category	Year Acquired	Original Cost	Revised Original Cost	Change Reason	Delete Selected Items
Edit 6	1/11/2011 2:28:00 PM	Sewing Equipment	2006	750		Purchased from lessor	<input type="checkbox"/>

Special Assets
(Laser discs, game cartridges, video games, DVDs, title plants, billboards and poster)

Previous Next

Owned Assets - Editing/Deleting Existing Assets

374: Sewing Equipment 2009 12/28/2009 11:20:00 AM New Item/Leasehold

Provide **unit quantity** for laser discs, game cartridges, video tapes and DVDs

Owned Business Assets

Command	Date Modified	Category	Year Acquired	Original Cost	Revised Original Cost	Change Reason	Delete Selected Items
Edit	12/28/2009 11:20:00 AM	Sewing Equipment	2008	750	1542	Transferred In/Out	<input type="checkbox"/>
Edit	12/28/2009 11:18:00 AM	Point of Sale Computer Systems (POS)	2009	2015		New Item/Leasehold	<input type="checkbox"/>
Edit	12/28/2009 11:18:00 AM	F & F Retail/Trade	2009				<input type="checkbox"/>

cartridges, video tapes and DVDs

Owned Business Assets

Command	Date Modified	Category	Year Acquired	Original Cost	Revised Original Cost	Change Reason	Delete Selected Items
Save Cancel	12/28/2009 11:20:00 AM	374: Sewing Equipment	2008	750	1542	Transferred In/Out	<input type="checkbox"/>
Edit	12/28/2009 11:18:00 AM	Point of Sale Computer Systems (POS)	2009	2015		New Item/Leasehold	<input type="checkbox"/>

Sort assets by clicking any column heading.

1. Click [Edit](#) next to the asset you wish to edit.
2. Make any needed changes.
3. Click [Save](#) to save changes or [Cancel](#) if you wish to undo the action.
4. If you no longer have the asset, check the delete box to the right of the asset and click the Delete Selected Items button.

Leasehold/Tenant Improvements - Adding/Editing

1. Select Yes or No to show whether you own the real property. If you do *not*, continue with the instructions on this page. If you *do*, see the next screen in the eListing Tutorial.
2. Add acquisition year, cost (including sales tax) and reason.
3. Click the Add New Leasehold/Tenant Improvement button.
4. Edit/Delete existing Leasehold/Tenant Improvement assets the same as Owned Assets by either clicking [Edit](#), updating the info and then clicking [Save](#) or if you no longer have the asset, check the delete box to the right of the asset and the Delete Selected Items button.

Leasehold/Tenant Improvements

Leasehold/tenant improvements are improvements made to leased space for the purpose of conducting business and can be immobile in nature. If you are filing for the first time or have not reported this type of asset before, this section will be blank and should be completed if Leasehold/tenant improvements were made. If you have previously reported leasehold/tenant improvement then a list of the assets appear below. Please revise the list by entering the appropriate reason from those shown below. Use the reason that best describes the change. Do not report Real Property.

Does the personal property taxpayer own the building where the leasehold improvements are located?

☐ Yes **1**

☒ No

Fields with asterisk (*) are required.

Category
Leasehold/Tenant Improvement

Year Acquired * **2**

Cost *

Reason *
Select a reason

3

Command	Date Modified	Category	Year Acquired	Original Cost	Revised Original Cost	Change Reason	Delete Selected Items
Edit	12/28/2009 11:49:00 AM	Leasehold Improvements 4	2009	1750		New Item/Leasehold Improvement	<input type="checkbox"/>

Leasehold/Tenant Improvements - Owned Real Property

Leasehold/Tenant Improvements

Leasehold/tenant improvements are improvements made to leased space for the purpose of conducting business and can be immobile in nature. If you are filing for the first time or have not reported this type of asset before, this section will be blank and should be completed if Leasehold/tenant improvements were made. If you have previously reported leasehold/tenant improvement then a list of the assets appear below. Please revise the list by entering the appropriate reason from those shown below. Use the reason that best describes the change. Do not report Real Property.

Does the personal property taxpayer own the building where the leasehold improvements are located?

☒ Yes

☐ No

10-digit Parcel Number

Save

[Parcel Viewer](#)



1. If you selected Yes, indicating that you own the real property where the improvements are located, you will see this screen. Simply enter your 10 digit Real Property Parcel Number and click Save.
2. You may click on the Parcel Viewer link to go to a King County website to search for your parcel number if you need to.

Leased Property - Adding/Editing Lessor Info

Leased Property

Report all items leased, rented, or on loan from others. Do not list leased property with a selling price. Selling Price is the retail price at start of lease, excluding sales tax, but including any other charges.

Leased property can be reported via eListing or by sending a spreadsheet.

Fields with asterisk (*) are required.

[Add/Revise Lessor](#)

1

Lease ID*

Description

Clear

Add New Lease

Add/Revise Leasing Company

You are logged into King County eListing as janesmith.

[Logout](#)

[Return to 1561729 Leased Property page.](#)

To add a leasing company, enter company name and address in fields provided below and click "Submit Add/Revise".

To update a leasing company, select the company name from the **Lessor** drop-down list below, make changes to information provided and click "Submit Add/Revise". To delete a leasing company, select the company name from the **Lessor** drop-down list and click "Delete Leasing Company".

Lessor

Delete Leasing Company

5

Leasing Company

Address

City

State

Zip

Clear

Submit Add/Revise

3

4

2

1. First, click here to add the Lessor name.
2. Add all requested Lessor information.
3. Click the Submit Add/Revise button.
4. To edit information for an *existing* Lessor, use the drop down menu to select a Lessor. Make necessary changes and click the Submit Add/Revise button.
5. To delete an existing Lessor, select the Lessor and click the Delete Leasing Company button.

Leased Property - Adding/Editing/Deleting Assets

1. **Add** Leased Property by selecting a Lessor from the drop down menu.

2. Fill out all requested information.

3. Click the Add New Leased Property button.

4. **Edit** Leased Property by clicking [Edit](#), updating the asset info, then clicking [Save](#) in the same manner as with Owned Property and Leasehold Improvements.

5. **Delete** Leased Property by checking the Delete Box to the right of the asset and then clicking the Delete Selected Items button.

Leased Property

Report all items leased, rented, or on loan from others. Do not list leased vehicles licensed for use on public streets or highways. Selling Price is the retail price at start of lease, excluding sales tax, but including transportation and installation cost.

Leased property can be reported via eListing or by sending a spreadsheet to Personal.Property@KingCounty.Gov.

Fields with asterisk () are required.*

[Add/Revise Lessor](#) 1 Lease ID* 2 Description* 2 Selling Price

We've Got It All

3

4 Cor	Date Modified	Lease ID	Description	Selling Price	Lessor	<input type="checkbox"/> 5
Edit	12/28/2009 12:14:00 PM	876543	sewing machine	2750	We've Got It All	<input type="checkbox"/>

Verifying & Submitting Current Year Listing

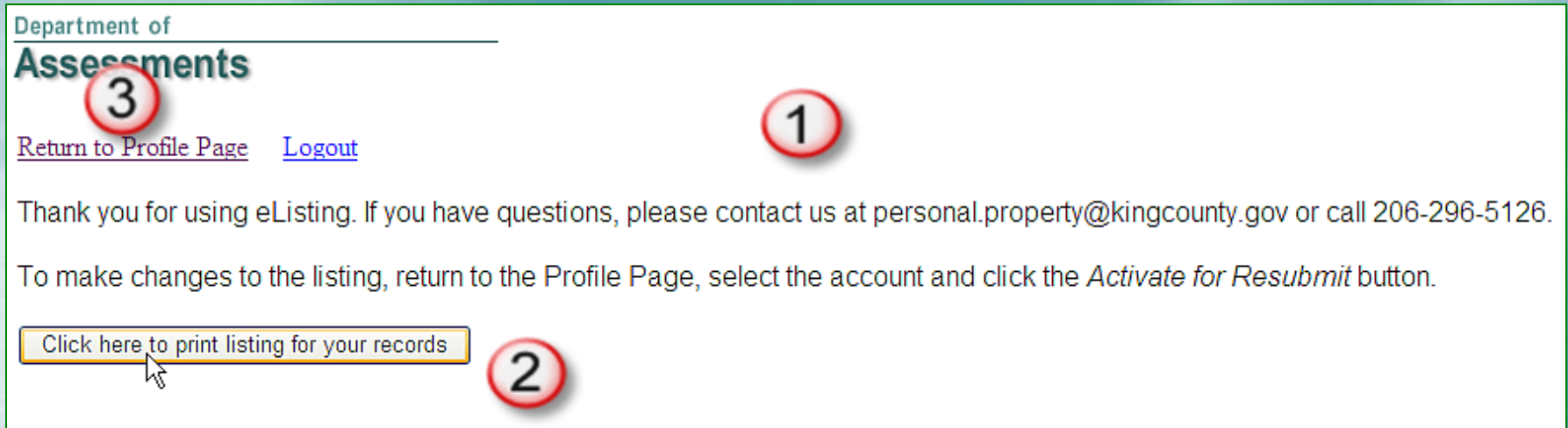
Verify

Please review your changes below. You can navigate to the sections that need change by using the left side bar. You may submit your listing to the Assessor's office for processing by checking the Verify checkbox and clicking on the finish button at the bottom of this page.

ACCOUNT INFORMATION				
Taxpayer Name	SMALLTOWN CLEANERS			
Business Name	SMALLTOWN CLEANERS			
Physical Location	1000 1ST ST SEATTLE WA			
Date Moved Within King County				
Levy Code	0010			
UBI Number				
NAICS Number	812320: Drycleaning and Laundry Services (except Coin-Operated)			
Business Type	SOLE PROPRIETOR			
State of Incorporation				
F & Trade 2008 1,200 Moved In/Out				
Fax Machines (Also Fax/Phone/Copier Units)	2009	650	New Item/Leasehold Improvement	
Special Assets (laser discs, game cartridges, video games, DVD, title plants, billboards and poster)				
LEASEHOLD/TENANT IMPROVEMENTS				
Parcel Number				
Category	Year Acquired	Original Cost	Revised Original Cost	Change Reason
Leasehold Improvements	2009	1,750		New Item/Leasehold Improvement
LEASED PROPERTY				
Lease Number	Description	Selling Price	Company Name	
876543	sewing machine	2,750	We've Got It All	
<input checked="" type="checkbox"/> Verify				
NOTE: Filing is not complete until this checkbox is checked and Finish button is clicked.				
Previous		Finish		

1. Carefully go through each section of your account and verify that the information is complete and accurate.
2. When you're ready to submit the completed listing, check the **Verify** box and then...
3. Click the Finish button.

Confirmation



1. Congratulations! This page confirms that you've successfully submitted your Personal Property Listing.
2. Always remember to print a copy of your listing for your records. Click here to print.
3. If it is necessary to reactivate your account to make any changes after submittal, return to the Profile Page by clicking the [Return to Profile Page](#) link.

Reactivation of an Account After Submittal

The screenshot shows the 'eListing User Account Profile' page. It includes a navigation bar with buttons like 'Add Account Access', 'Update My Contact Info', 'Change My Password', and 'Update/Add Users'. A table lists personal property accounts. A sidebar on the right contains links for 'Assessments', 'Personal Property Listing', 'Exemptions', 'Supplies', 'Owned Assets', 'Leasehold/Tenants Improvements', and 'Leased Property'. The main content area shows account details for 'SMALLTOWN CLEANERS' and 'SMALLTOWN VIDEOS'. A 'Verify' section is also present.

1 Click the account number that you wish to reactivate.

2 In the account itself, you'll notice that the information is grayed out. This indicates that you have already submitted a current year listing and the account is "read only" unless reactivated.

3 To make changes in the listing, click the Activate for Resubmit button. The account information will appear normal again and any needed changes may be made prior to resubmitting.

Thank you
for using eListing!